

Meeting Minutes

Fox Valley RTAC Executive Council Meeting

September 30, 2026 1800hrs

In person and Virtual – Grand Chute FD Station 2 & Teams

Present in Person: Droessler, Randall, Albrecht, Stahl, Presteen, Milanowksi, Grimm

Present Virtually: Ahrens, Schultz, Reis, Nolde

Quorum met

Called to Order by Randall @ 1801

Walk in items additions requested by Randall - Ahrens requested Budget and COI discussion to be added, and Randall requested fiscal agent added as Walk in items.

Conflict of Interest (COI) disclosure and policy

Randall advised that per the bylaws, it's time for all board members to review the COI policy and sign the COI disclosure form.

The form should be submitted to the coordinator, and they will scan and save in the appropriate folder on the RTAC drive. There was discussion on whether the coordinator should review and summarize, or if they should be reviewed at the next meeting.

Ahrens questioned how long the COI policy and form have been around, and wondered if it has been several years and the current policy was just an update. Other board members confirmed that it was new to the RTAC – the HERC has had something similar for a while. The RTAC version is brand new and was just recently approved at the April meeting. The COI form has to be completed every fiscal year.

Discussion also covered ensuring that there were redundant ways to access forms in the event of the unavailability of the coordinator. Randall mentioned that there were other ways to access the RTAC files in OneDrive that just by the coordinator email if needed. Through that discussion, the IT relationship of Winhaven and Hartland was outlined by Randall, and the council was advised that Randall was taking over the duties from Winhaven. Discussion on future disclosure was also discussed, as well as updating bylaws with more specific file storage direction. The importance of having the bylaws readily accessible to the council was discussed, with the council asking to have them saved in a readily accessible location and a copy emailed to the entire council.

Wrapping up COI – the general consensus by all was to overreport, and the council wants to stay informed of all RTAC dealings and finances. COI due to coordinator NLT the 10/7 meeting.

The Website

Discussion moved from general COI to specific questions on the website in the context of where bylaws should be kept, and then moved towards website maintenance and the new website. Council members expressed surprise that Medics was connected to Randall and discussion went back to COI for a bit as well as general discussion on how the existing website was being maintained. The council was advised that a new website was almost ready, Medics would no longer be maintaining the website, and Droessler would work as quickly as possible to keep the old website as current as possible, at the same time preparing the new website for release.

Open positions

Matt Overton resigned his position at the budget meeting on 9/14. His position needs to be filled.

The council questioned Keith Melvins status, as all knew he changed jobs but were unaware what his current status was. Droessler stated he would reach out to him and find out. If he is no longer willing/able to perform duty, his position will be open as well.

Budget

Ahrens asked to discuss budget at this time, and asked Droessler to put it up the SFY2026 expenditures report on the screen. Ahrens asked several questions about the invoices paid to Medics, and why many of the council was not aware that Medics was Randall's company, and why most of the council were not aware of the relationship and the payments going to Medics. Randall explained what the charges and services were for. Ahrens stated that she was very concerned about that relationship not being disclosed and could put the RTAC in a bad spot with rules for boards and grant monies. Discussion went on for quite a while, but it came down to the council needs to be better informed on RTAC financial dealings and RTAC projects and initiatives. Most felt that the new Executive council meetings will be the tool to solve the issue and give plenty of opportunity for the council to approve transactions, projects, etc.

Questions arose regarding the charges from Medics for CEU. Randall advised of a project with FOAMFRAT to have CEU classes built for RTAC members to take. Council expects a report on that after Randalls meeting with FOAMFRAT rep later this month. Council likes the idea, but wishes they were advised about it earlier.

Fiscal Agent & HERC relationship

Randall stated that the current fiscal agent (Badger Bay) made it very challenging at the end of SFY2026 to get the bills paid. Despite Randalls repeated efforts to resolve and set a meeting with Eric from BB, Eric has not responded, with current status being unacceptable. The council members that are also members of the HERC were surprised at the report. Grimm stated he'd look into it, and to include him and Tracy Froiland in all comms to BB to see if they could help facilitate resolution. The relationship between the RTAC and BB was also clarified in that the agreement with BB is between the HERC and BB, and the RTAC fiscal agent agreement is with the HERC (not BB). Grimm reiterated that the HERC needs to help and be involved in helping to fix the process. Randall stated that a meeting to ensure everyone involved in the fiscal agent process was on the same page, because RTAC rules are different than HERC rules, and everyone needs to understand the RTAC financial requirements imposed by the state (codes, GEARS, forms, etc.)

Moving forward

The meeting finished-up with significant discussion on the way forward. The expectations of the council moving forward:

- RTAC policies and bylaws, finances and budget, initiatives, and plans will all be standing agenda items for the executive council meetings so that the council has full visibility on RTAC business.
- Council members will complete the COI form, and tend to over-disclose rather than under-disclose. Forms will be stored and maintained by the coordinator and made available to the council as directed.
- Many council members felt that they didn't/haven't received sufficient guidance and information at the start of their term to fully understand board dealings. Forms, agendas, plans, bylaws, etc. will be more accessible to all board members.
- The websites need to be cleaned up, updated, and transitioned to the new site ASAP.
- Meeting schedules, agendas, and planning should be done as early as possible and announced as early as possible so that people can get spots on their calendars reserved. Training will be set and advertised for the year as soon as possible. Meeting attendance should be maximized as much as we are able, to all constituent groups.

Motion to Adjourn at 1800 by Randall

Minutes prepared by Droessler